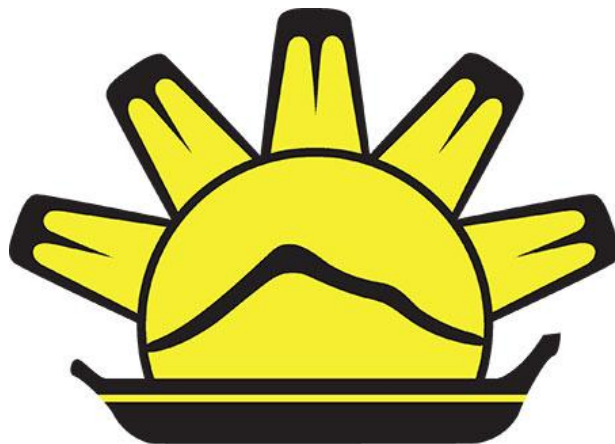


Statement of Policy and Procedure	
BCR #	FAL 2015-013
Issue/Effective Date	December 19, 2015

Malahat Nation

**Human Resources Records
Management Policy**

Approved by Council on December 18, 2015



Malahat

1. Policy

It is Council's policy to formally create, manage, and protect Human Resource records in accordance with applicable laws and Malahat Nation policy requirements.

2. Purpose

The purpose of this policy is to provide guidance to effectively manage the creation, maintenance, and confidentiality of HR records of the Malahat Nation.

3. Scope

This policy applies to Council, the Chief Executive Officer and the Director of Finance and all employees of the Malahat Nation.

4. Definitions

"HR Records" are records that contain information which is directly related to an individual's hiring, job duties, compensation, performance, and general employment history. Below are examples of documents which would be considered HR Records:

- Attendance and absence Records
- Automatic bank deposit form
- Offer and/ or confirmation of employment letters
- Disciplinary memos issued to employee
- Job application and any attachments
- Background checks (criminal, reference)
- Job descriptions
- Layoff notice issued to employee
- Performance evaluations issued to employee
- Resignation letter
- Termination notice issued to employee
- Time sheets
- Training plans and copies of completed training program certificate/diploma, etc.
- Signed code of conduct statement
- Benefit coverage information

"HR Employees" means the appropriate staff that are involved in the actual creation and maintenance of HR records produced under this policy including the supervising manager, finance, and the Chief Executive Officer.

5. Responsibilities

- (1) Council is responsible for ensuring a HR records management system is established and implemented.

- (2) Subject to Malahat Nation's Financial Administration Law, the Chief Executive Officer is responsible for the leadership, planning, overall policy and the general oversight of the HR records management, storage and retention system, and for ensuring the security and integrity of that system.
- (3) The HR employees are responsible for the implementation and the operational management of the HR records management, storage and retention system.

6. Procedures

- (1) Management of HR records will follow the general record management procedures of the Malahat Nation.
- (2) Job competition files will clearly and transparently document the evaluation and selection process and will include, at a minimum, the following:
 - (a) selection criteria;
 - (b) job advertisement;
 - (c) external recruitment firm agreement (if applicable);
 - (d) job description and required qualifications and skills;
 - (e) interview notes; and
 - (f) selection results.
- (3) A confidential employee file will be created for each new employee and will include the following HR records:
 - (a) resume with experience and qualifications;
 - (b) results of all background checks (i.e. reference checks, criminal background check, credit check, education check);
 - (c) offer letter of employment or contract;
 - (d) performance plans and results of performance evaluations;
 - (e) past and current job descriptions;
 - (f) leave and attendance records;
 - (g) training plan (if applicable) and records of training completed after employed with Malahat Nation (if applicable);
 - (h) salary adjustments;
 - (i) enrolment information for benefits plans; and
 - (j) letter(s) of disciplinary action (if applicable)

(k) signed code of conduct declaration

- (4) Access to HR records will be restricted to HR personnel in performance of their job function and the Chief Executive Officer; however, employees can access their personal employee file upon request and in the presence of an HR person.
- (5) Upon employee termination, HR records for that employee will be retained for three years following the date of termination. In the event of litigation or administrative review, the destruction of HR records must be suspended until the investigation, audit, or litigation is complete.

7. References and Related Authorities

- (1) FMB's Financial Management System Standards
 - (a) Standard 12.6.1 – Records of functions, etc.
 - (b) Standard 12.6.2 – Maintenance procedure
 - (c) Standard 12.6.3 – Records of qualifications / competencies
 - (d) Standard 12.6.4 – Management of employee records
- (2) FMB's Financial Administration Law Standards
 - (a) Standard 11.4.4 – HR policies / practices
 - (b) Standard 21.3 – Record keeping, storage, etc.
 - (c) Standard 21.4 – Requirements for confidentiality, etc.

8. Attachments

None